

SAFC-4644
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MEMORANDUM FOR: Project Director of Administration
Project Contracting Officer

29 March 1956

SUBJECT : Performance of Travel in Connection with Meetings with
Suppliers and/or Contractors

1. I would appreciate being kept advised of all travel performed
for the purpose of meetings with our suppliers/contractors.
2. It will be the responsibility of the Director of Administration
to ensure that all travel for this purpose is coordinated with the Contract-
ing Officer who in turn will keep me advised.

PSH
RICHARD H. HENSHILL, JR.
Project Director

DJM
1-Dir of Admin
2-Contracting Offr
3-Sec Proj. Dir
4-MSB Chrome
5-Pro. Chrome
6-Pro. Bonding

SECRET

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